

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

October 19, 2015  
5:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Rick Fagerlie, Steve Ahmann, Denis Anderson, and Audrey Nelsen. Present 7, Absent 1. Council Member Tim Johnson was excused from the meeting.

Also present were Interim City Administrator Kevin Halliday, Finance Director Steve Okins, City Attorney Robert Scott and Gary Weiers of David Drown Associates of Minneapolis.

Gary Weiers of David Drown Associates came before the Council to present the applications received for the position of City Administrator. Mr. Weiers explained that 22 applications were submitted and he interviewed the top 11 candidates in September. After those interviews, two of the candidates accepted positions elsewhere and dropped out of the process. The Council Members were then asked to name their top three candidates from the information received from Mr. Weiers. Mr. Weiers tallied the results which indicated candidates 4, 5, 6, and 7 as those most selected by the Council. The Council discussed the next steps in the hiring process and how many candidates should be interviewed. It was the consensus of the Council to continue with review of candidates 4, 6 and 7.

Mr. Weiers discussed the next steps in the hiring process which are additional background checks on criminal history, civil history, verification of education and history of employment. All of this information will be gathered for the council to consider also including reference checks, credit history and a personality index. All this information will be compiled and given to the Council approximately one week prior to the interviews.

The components of the interview process were reviewed and compensation for expense reimbursement for the candidates was discussed. Council Member Anderson made a motion that the City reimburse the candidate up to \$300.00 for eligible travel-related expenses with receipts. Council Member Nelsen seconded the motion, which carried.

During discussion for the interview process, the Council came to a consensus that Department Director Directors would be involved in a segment of the interview process along with a citizen group appointed one each by each Council Member and Mayor.

Following the interview process discussions noting the follow-up interviews could be conducted Friday morning which will necessitate an additional hotel stay, a motion was made by Council Member Fagerlie to increase the candidate reimbursement for expenses to \$450.00. Council Member Anderson seconded the motion, which carried.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 6:20 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL